



**DEVELOPMENTAL DISABILITIES PLANNING COUNCIL
EXECUTIVE STANDING COMMITTEE**

DRAFT MINUTES

March 11, 2011

11:00 P.M. – 12:00 P.M.

Developmental Disabilities Planning Council
1740 West Adams, Conference Room 204
Phoenix, Arizona 85007

A standing committee meeting of the Developmental Disabilities Planning Council (DDPC) was convened on March 11, 2011, at the DDPC office, 1740 West Adams, Conference Room 204, Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the DDPC.

Members Present	
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Will Humble, Chair Ed Myers, Teleconference
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Karla Phillips, Teleconference

Staff/Guests Present	Members Absent
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Larry Clausen, Executive Director Marcella Crane, DDPC Lani St. Cyr, DDPC

Susie Cannata Leslie Cohen

A. Call to Order

Chairman Will Humble welcomed everyone to the Developmental Disabilities Planning Council (DDPC or Council) Executive Standing Committee meeting. The meeting was called to order at 11:04 P.M.

B. Approval of Meeting Minutes

The minutes from the January 13, 2011 Executive Committee meeting were reviewed.

- A Motion was made to approve the minutes as written was made by Ed Myers.
- The Motion seconded by Will Humble.
- The Motion carried.

C. Grant Standing Committee Recommendations

1. PRfect Media Design and Printing: Larry Clausen discussed the contract with PRfect Media, an advertising agency on contract to assist the Council in developing a new Logo, Community Outreach Materials, including Video Production and Printing. Mr. Clausen discussed the Logo, various print materials that will be developed and the production of various videos. It was also mentioned that the total cost will be allocated as a Quality Assurance cost. In addition, Will stated that he asked Larry and PRfect Media to work with

ADHS Social Marketing Division to ensure that the new ADDPC Logo would be easily identifiable and the colors were appropriate. The total program cost is \$35,493.11.

- A Motion was made by Ed Myers to approve the Community Outreach Campaign by PRfect Media of \$35,493.11 from FY'10 and as a Quality Assurance cost.
 - The Motion was seconded by Will Humble.
 - Discussion: Karla Phillips stated the cost is excessive, as during this time the State is facing a budget deficit and State Agencies do not have the extra funds to do this type of media campaign. Ms. Phillips also stated that the Council should be cost conscience with this type of work. Mr. Humble stated that the ADHS Social Marketing Division reviewed the campaign and the costs are consistent with this type of work. Mr. Humble feels confident that the funds will be used appropriately and understands how this will be perceived but that these are federal dollars. It was stressed by Mr. Clausen that funds will only be used to support materials that the Council really needs.
 - Vote Count: Ayes – Will Humble and Ed Myers; Nays – Karla Phillips
 - The Motion carried.
2. ADD Advocacy Team Summit: The Administration on Developmental Disabilities is hosting regional summits entitled "Envisioning the Future: Allies in Self-Advocacy" and invitations were sent out to various groups to participate. An Arizona team of eleven members has been comprised and is gearing up for the regional summit in Los Angeles, California, March 24-25, 2011, with other Western states. Larry Clausen will be attending representing the Council and Barbara Brent will be attending representing the state Developmental Disabilities Service Agency (DDD). \$2,000 in Council funds are being sought to pay for travel expenses for Mr. Clausen and Ms. Brent to attend, which will cover air fair, lodging and per diem; there is no registration costs. The cost will be charged as a Quality Assurance program cost.
- A Motion was made by Ed Myers to approve \$2,000 to cover travel expenses for Larry Clausen and Barbara Brent to attend the ADD Advocacy Team Summit.
 - The Motion was seconded by Karla Phillips.
 - The Motion carried.
3. Public Policy Consultant: Larry Clausen reviewed the draft Scope of Work for the Public Policy Consultant. The purpose is to provide consultation services in the areas of state and national, political, social and consumer issues and trends affecting persons with developmental disabilities and their families. The Consultant will conduct research, development of policies and position papers and will report to the Public Policy Committee and also the full Council. The Public Policy and Grants Standing Committees have already approved the need for Council staff to proceed on issuing a Request for Quotes (RFQ), not to exceed \$50,000 for a one year contract. Mr. Clausen stated that the Council staff has been working with DES Procurement to issue the RFQ on ProcureAZ as quickly as possible. In addition, Mr. Clausen stated that he has been in communication with ASU's Morrison Institute for Public Policy, a non-political think-tank research firm. They have expressed an interest in doing this type of work through an Interagency Service Agreement.

Mr. Humble stated that he prefers that the Council pursue a consultant as opposed to hiring an FTE for this position. In addition, Mr. Humble stated that the selected consultant should

report to the Council and not staff. Ms. Phillips stated the scope of work should seek a consulting firm, not just a single person who does this type of work.

- A Motion was made by Ed Myers to approve an RFQ to be issued for a Public Policy Consultant, at a cost not to exceed \$50,000. The cost will be charged as a program cost to Quality Assurance.
- The Motion was seconded by Karla Phillips.
- The Motion carried.

4. Proposed Grant Writing Training: Larry Clausen discussed the purpose of the Council to conduct regional grant writing trainings that will assist and support self advocate groups, non-profits and others that are interested in applying for ADDPC funds to submit in proposals that meet the objectives and goals of the State Plan. A Request for Quotes was issued to qualified vendors on statewide contract who have experience in conducting grant writing workshops and those quotes are due by 3:00 pm on 3/11/2011. The selected vendor will have experience in conducting workshop trainings on best practices in grant writing and will conduct three, four hour workshops in Arizona (Flagstaff, Tucson and Phoenix). Invitations will be mailed and available on the ADDPC's website. At the completion of the trainings, information will be made available on the ADDPC's website. The total cost of the training, including materials and travel costs, may not exceed \$15,000.

In addition, Meetings and Concierges Source, also on statewide contract, will be asked to assist Council staff in locating the best hotel site at those three locations so that a conference room can be utilized. The additional request of \$3,000 is for their time and assistance in working out the details with the three selected hotels.

- A Motion was made by Karla Phillips to approve the Grant Writing Trainings with a qualified vendor not to exceed \$15,000. In addition, the use of Meetings and Concierges Source will be allocated an additional \$3,000 for their assistance in hotel selection at the three proposed locations. Both costs will be charged as a program cost to Quality Assurance.
- The Motion was seconded by Ed Myers
- The Motion carried.

5. Renewal Application Process and FY 10 Obligation of Funds: Marcella Crane combined both agenda items for discussion and referenced several documents that were prepared for the Executive Committee for their review and vote.

An Excel spreadsheet was discussed that details the amount of federal Fiscal Year 10 dollars to obligate by September 30, 2011. The total amount of pass through funds that are available to obligate is approximately \$900,000. The Executive Committee will be discussing and voting on approximately \$537, 745 (of the \$900,000) for current and new contracts.

The draft document for the Renewal Application Process was discussed that will allow all six eligible current grantees the opportunity to apply for Year Two funding at their Year One amount. These include the following:

- Best Buddies (Advocacy Grant)
- Pilot Parents of Southern Arizona (Advocacy Grant)
- Native American Disability Law Center (Housing Grant)

- Sonoran UCEDD (Housing Grant),
- Arizona Center for Disability Law (Advocacy Grant) and
- Sonoran UCEDD (Project Search/Employment Grant)

Grantees will receive the renewal application, all applicable forms to submit and be required to respond within thirty days. Completed applications will be sent to the Grants Committee to review, ask for any clarifications and to make a recommendation to the Full Council.

Ms. Crane explained the other contracts on the Excel spreadsheet and discussed what each vendor is doing to support the Council. Staff is recommending to the Executive Committee to obligate these dollars for the time frame that is necessary to complete the project.

- Easy Procure \$2,000: For general technical assistance with Procurement.
- B.J. Tatro \$12,900: For assistance with staff and Council to complete the State Plan.
- AZ Attorney General's Office \$6,400: For legal services and representation to the Council.
- AZ Department of Education, ESS \$8,000: For support of the 12th Annual Transition Conference.
- Sonoran UCEDD \$7,778: Request for additional funds to support three members from the Project Search Maricopa to attend the National Project Search Conference in Minneapolis, MN in July 2011 and for a national consultant to provide additional training and technical assistance to the Maricopa Team in May 2011.
- Sonoran UCEDD \$26,558: To support Dr. Stephen Gaarder's additional services to the Council in support of preparing the State Plan.
 - A Motion was made by Will Humble to approve the FY '10 Obligation of dollars for grantees applying for Year Two subject to approval on Year One outcomes and submission of a renewal application that will be reviewed by the Grants Committee. The Motion also includes the approval of the current contracts/vendors that are assisting with the State Plan development and other projects that have been identified to support the Council.
 - The Motion was seconded by Karla Phillips.
 - The Motion carried.

E. Call to the Public

No public members present.

F. Adjournment

The Executive Committee meeting was adjourned by Will Humble, Chair at 12:10 P.M.

Dated the 23rd of March, 2011
Arizona Developmental Disabilities Planning Council